

Terms of reference for Department of Biology's equality and wellbeing committee

The committee acts as an advisory committee to the department management. The major task of the committee is to focus on equality and well-being at the department. The Committee will draw attention to all groups of employees at the department.

Composition

The Equality and Well-being Committee at Department of Biology is not appointed but consists of volunteers across all professional levels, 1 to 3 members from each section (academic staff incl. Ph.D.-students) and the administrative and technical staff. If no volunteer can be found for a specific section or group, the management will appoint a member. The committee must have a diverse composition. The chairperson of the committee is appointed by the department head and represents the department in the Diversity and Gender Equality Committee at the faculty. The members participate for a period of 2 years with the possibility of repeated participation. The committee is administratively supported by the department secretariat.

Tasks

The committee's tasks are to:

- **Hold events** across the department that promote understanding of the challenges related with equality and a good workplace culture.
- **Analyse and discuss** diversity, equality and wellbeing challenges at the department and propose initiatives and action plans to the management.
- **Ensure and monitor** implementation of central and local action plans
- **Participate** in promoting an inclusive culture and communication at the department and possibly contribute to solving concrete problems
- **Contribute** to initiatives, e.g. development of social forums, which promotes an inclusive work environment
- Annual **reporting** to the Department Management

Meetings

The committee has at least 4 ordinary meetings a year (2 meetings per semester). In addition, there are 1-2 events annually that focus on diversity and gender equality and well-being at the department. The committee will, if necessary, conduct surveys and involve groups of staff to clarify issues that may lead to better equality.